



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Dynamic Purchasing System (DPS)for Consultancy Services for Atlantic Technological University

Stage 1 Pre-Qualification Questionnaire

DPS Information Document

INVITATION FOR DYNAMIC PURCHASING SYSTEM FOR DIGITAL MATURITY CONSULTANCY FOR ATLANTIC TECHNOLOGICAL UNIVERSITY

Contracting Authority:	Atlantic Technological University (ATU)
Establishment of DPS for:	ATU wishes to establish a Dynamic Purchasing System (DPS) for Consultancy Services in five (5) Lots.
Procedure:	Dynamic Purchasing System – Pre-Qualification
Duration of DPS:	The DPS will be established for five (5) years. The DPS is open for applications until 12 noon on 2 nd November 2028 as a minimum.
eTenders RFT ID:	2623663
Issue Date:	2 nd November, 2023
Contact for Queries:	Messaging facility on www.etenders.gov.ie
Please note that information relating to this Application, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.	

Contents

1	Disclaimer.....	4
2	About the Contracting Authority.....	4
3	Scope of Requirements.....	5
3.1	General Requirements	5
3.2	Stage in Procedure	6
3.3	Duration of the DPS.....	6
3.4	Estimated Value of the DPS	6
3.5	Admission to the DPS	7
3.6	Awarding Contracts under the DPS.....	7
4	Instructions to Applicants	8
4.1	Queries	8
4.2	Completing the Qualification Questionnaire.....	9
4.3	Submission of Applications.....	10
4.4	Clarification of Applications.....	11
4.5	Interference	11
4.6	Inducement to Purchase	11
4.7	Currency and Payment	12
4.8	Conflict of Interest	12
4.9	Freedom of Information.....	12
4.10	Tax Compliance.....	13
4.11	Irish Legislation and Law	13
4.12	Change in the Composition of an Applicant	13
4.13	Notification of the Evaluation.....	13
4.14	Policy on Personal Debriefings	14

1 Disclaimer

This document issued herewith (“the Document”) is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Applicants are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority’s officers, employees, agents and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

2 About the Contracting Authority

Atlantic Technological University (hereinafter referred to as the “Contracting Authority”) is the authority responsible for this procurement.

Atlantic Technological University (ATU) is one of the largest multi-campus universities on the island, serving a diverse group of learners, staff, communities and organisations from our region and further afield.

The University was established in April 2022. The result of a merger between three institutes of technology, GMIT, LYIT and IT Sligo. It accommodates more than 20,000 students supported by 2,200 staff. ATU will offer almost 600 academic programmes from pre-degree to doctoral level

As a northern and western multi-campus technological university, we are dedicated to enabling sustainable economic, social and cultural development; connected to our region and with a mindset that reaches far beyond it.

As a TU of scale, quality and impact, the University will have greater capacity for collaboration with international partners and ATU graduates will have excellent employment potential nationally and internationally.

Atlantic Technological University (ATU) has 9 campuses across the counties of Galway, Mayo, Sligo, and Donegal in the West of Ireland, at the following locations:

- ATU Galway City, Dublin Road, Galway, H91 T8NW
- ATU Galway City Centre for Creative Arts and Media, Monivea Road, Galway, H91 DY9Y
- ATU Mayo, Westport Road, Castlebar, Co. Mayo, F23 X853
- ATU Connemara, National Centre for Excellence in Furniture Design and Technology, Letterfrack, Co. Galway, H91 AH5K
- ATU Mountbellew Agricultural College, Mountbellew, Co. Galway, H53WE00
- ATU Sligo, Ash Lane, Sligo, F91 YW50
- ATU St Angela's, Clogherevagh, Lough Gill, Co. Sligo, F91 C634 (From 1st November, 2023)
- ATU Letterkenny, Port Road, Letterkenny, County Donegal, F92 FC93,
- ATU Killybegs, Shore Road, Killybegs, Co. Donegal, F94 DV52

Further information is available at our corporate website www.atu.ie

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

3 Scope of Requirements

3.1 General Requirements

ATU wishes to establish a Dynamic Purchasing System (DPS) under five (5) lots for Consultancy Services for all ATU sites, covering services **including but not limited to** General Business Consulting, Financial Consulting including Risk and Compliance, HR Consulting including Recruitment, Pensions, Industrial Relations, and Bid Writing for Funding.

There may be requirements that will not fall into the categories listed above, therefore Economic Operators are encouraged to also apply for Lot 5 so that they are eligible to participate in additional Consultancy requirements that may arise in the future.

The DPS will be in place for a minimum of 5 years with an approximate spend of €3,000,000.

The DPS is open for applications until 2nd November 2028 as a minimum, however it will become operational with effect from 2nd December 2023.

Lot Descriptions:

Lot No.	Description
1	General Business Consulting
2	Financial Consulting including but not limited to Risk Management, Compliance and any other Financial Consultancy that may arise.
3	Human Resources Consulting including but not limited to Recruitment, Pensions, Industrial and Employee Relations and any other Human Resources Consultancy that may arise
4	Bid Writing for Funding Applications
5	Other Miscellaneous Consultancy

3.2 Stage in Procedure

This is the first stage of the procedure whereby all interested parties may submit a response, but only those meeting the selection criteria (qualification and experience) will be deemed eligible for inclusion on the DPS (Dynamic Purchasing System).

3.3 Duration of the DPS

The DPS will be established for five (5) years. The DPS will be continually open for access. Should the DPS cease to operate, all members will be notified via www.etenders.gov.ie. This will not affect the delivery of any contracts awarded under the DPS.

3.4 Estimated Value of the DPS

The level of expenditure cannot be guaranteed in any given year. However, the estimated total value of any purchases pursuant to the DPS is approximately € 200,000 - €600,000 (excl. VAT) per annum. The total value anticipated over the 5- year term is circa €3,000,000.

It is emphasised, however, that these figures are provided strictly **for indicative purposes only** as there is no guaranteed expenditure.

3.5 Admission to the DPS

Admission to the DPS for each Lot:

Stage 1 – Admittance to the DPS:

The Contracting Authority invites Applications from Applicants in response to the Compliance and Selection Criteria. While Applicants are required to submit a response to and fulfil the Compliance and Selection Criteria, Applicants are **not** required to submit either a tender proposal or a pricing submission at this Stage 1 of the Competition. Tender responses and pricing submissions will instead be required in response to future (Stage 2) mini competitions or “Quick Quote” processes conducted under the DPS.

All Applicants that meet the Compliance and Selection Criteria will be admitted to the DPS.

Ongoing application process to become a DPS Member

Economic operators may apply for admission to the DPS under one or more lots or re-apply in the case of Applicants who failed to satisfy the Compliance or Selection Criteria, at any point throughout the Term of the DPS.

Stage 2 – Award of Contracts:

All Applicants that have prequalified at Stage 1 (each a “DPS Member”) for each applicable Lot, will be invited to future Stage 2 competition(s) (“Mini-Competitions” or “Quick Quote” depending on value of contract) to submit a tender response based on the requirements set out in the relevant Stage 2 Request For Tenders/Quotation (“RFT”) (or) (“RFQ”).

Applicants can apply for one, some or all Lots.

3.6 Awarding Contracts under the DPS

Qualifying for a DPS, does not constitute an award of a contract nor does it indicate that any contract will be awarded. When contracts arise over the duration of the DPS they may be awarded in accordance with the following:

All DPS members admitted under the appropriate Lot or Lots shall be invited to tender or quote on the basis of a specification. Contracts will be awarded to the most economically advantageous tender evaluated using the specific award criteria, which will be made known to those invited to participate in the mini-tender. ATU determine the right to award a contract, contract with options, or framework agreement as they deem appropriate which meets the needs of the University.

ATU may use some or all of the following award criterion in awarding contracts under the DPS. Percentages can range from 0%-100%

- Cost
- Contract Management / Client Support
- Quality and balance of resources and/or Team proposed
- Delivery Lead Times
- Programme for delivery
- Supplier Management
- Continuous Improvement
- Sustainability / Green Criteria
- Innovation
- Value Add Elements
- Reliability and continuity of supply

4 Instructions to Applicants

4.1 Queries

An application means the submission by an Applicant of a completed Qualification Questionnaire and associated appendices.

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to Applicants, is accurate or complete. No liability is accepted for any error or omission (negligent or otherwise) in this document, or any other information given to Applicants.

Requests for additional information and clarification on any matters must be made by via the messaging portal on eTenders on www.etenders.gov.ie. All clarifications/additional information will be issued via the eTenders website (www.etenders.gov.ie) and will be made available to all potential Applicants who have noted their interest on the eTenders website.

All queries should be submitted in accordance with that time and date as indicated on the title page to enable clarifications to be issued to all interested Applicants in sufficient time prior to the deadline date for the receipt of applications.

4.2 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire at **Appendix 1**, applicants should note the following conditions:

All questions must be completed in full and without reference to other documents or other parts of the Qualification Questionnaire.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of Applicants for entry to the DPS. In order to ensure that entry to the DPS is fair and consistent to all Applicants, you are instructed to respond to the technical questions by giving details of your skill and experience, accurately, honestly and succinctly.

Where a 'Rule' is associated with a particular criterion, Applicants must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.

Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.

All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.

Applicants are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of the Contracting Authority that they will have these resources at their disposal when necessary.

Applicants for qualification may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful may be required to establish legal personality in order to enter into a contract.

The Contracting Authority reserves the right, subject to procurement regulations and directives, to request clarification of any matter set out in your responses to the Qualification Questionnaire at **Appendix 1**, or to request additional information from a Service Provider after the date for submission of completed Qualification Questionnaires has expired.

This document is not a contract, or part of a contract, or an offer to make a contract. The procuring entity has no obligation to enter into a contract with any Applicant.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its Application or otherwise. Further, the Contracting Authority is not responsible for any travel or accommodation costs incurred by the Applicant unless previously agreed in writing by the Contracting Authority. Each Applicant is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

4.3 Submission of Applications

The Contracting Authority is using the postbox facility on eTenders and questionnaires must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only. Only applications submitted to the electronic postbox will be accepted. Applications submitted by any other means (including but not limited to by email, post or hand delivery) will **not** be accepted.

Applicants must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time noting the use of the new eTenders platform. Applicants should consider the fact that upload speeds vary. In order to submit a response to the electronic post-box, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new platform prior to the closing date.

Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

If in doubt, please ensure you contact the eTenders helpdesk as follows:

Email: irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

Accessing documents

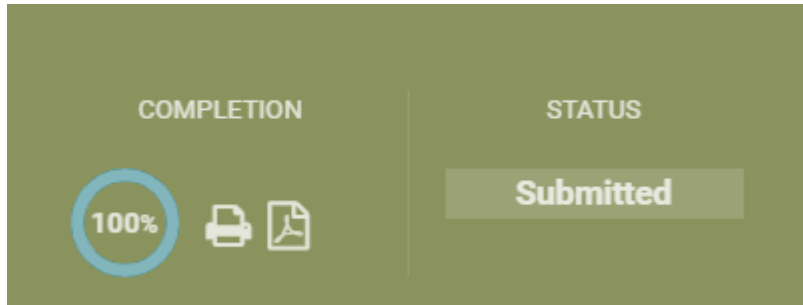
It is important to note that you must ensure you **ASSOCIATE** your company with this competition in the first instance. To do this you must do the following:

- (a) Log-in to the system;
- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- (d) In the Show CfT Menu for the competition click on the “Expression of Interest” in the drop down menu

- (e) Complete the “Association with the CfT” tab.
- (f) This will then provide you with a link to “Tender” under the Show CfT Menu

Submitting your Response

In responding to a competition without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



If you do not receive a message similar to above, you have not submitted your response.

Please note that the screen may say OFFLINE, this is a technical feature of etenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to go through the submit button.

PLEASE UPLOAD YOUR RESPONSE AS A ZIP FILE TO PROTECT THE INTEGRITY OF FILE NAMES.

4.4 Clarification of Applications

While not being obliged to seek clarifications from Applicants, the Contracting Authority reserves the right, at its absolute discretion, to ask Applicants for clarification or elaboration of their applications to assist in its evaluation of applications.

4.5 Interference

Any effort by the Applicant to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of Applications and in decisions concerning the award of the contract shall have their Application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

4.6 Inducement to Purchase

The Contracting Authority shall be entitled to disqualify an Applicant in one of the following circumstances:

- (a) if the Applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with the Contracting Authority, or
- (b) if like acts have been done by any other person employed by the Applicant or acting on its behalf (whether with or without the knowledge of the Applicant).

4.7 Currency and Payment

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euro (€). All prices and rates quoted should be exclusive of VAT.

A schedule of payments will be agreed with the successful DPS member. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

4.8 Conflict of Interest

Any conflict of interest involving an applicant (or applicants in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the applicant and the Contracting Authority or employees of the Contracting Authority, or their relatives must be fully disclosed in the submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the applicant, in the event of this information only coming to their notice after the submission of a bid and prior to admittance to the DPS. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify an applicant or invalidate an award of contract, depending on when the conflict of interest comes to light.

4.9 Freedom of Information

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them at any stage during this Competition may be liable to be disclosed. Applicants are asked to consider if any of the information supplied by them in response to this request should not be disclosed because of its sensitivity. If this is the case, applicants should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by applicants, either in response to this request or while any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). The Contracting Authority accepts no liability whatsoever in respect of any information

provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

4.10 Tax Compliance

It will be a condition of award of any contract that the successful DPS member shall, for the term of such contract(s), comply with all EU and domestic tax laws. Applicants are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this competition, the successful applicant may be required to supply its Tax Clearance Access Number and Tax Reference Number, if not already available, to facilitate online verification of their tax status by the Contracting Authority. By supplying these numbers, the successful DPS member, acknowledges and agrees that the Contracting Authority has the permission of the successful DPS member to verify its tax cleared position online.

4.11 Irish Legislation and Law

Applicants should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Applicants must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in delivering contracts awarded to the Contracting Authority which exist or emerge over the life of the DPS.

The contract(s) awarded on foot of this process will be governed by Irish law.

4.12 Change in the Composition of an Applicant

The Contracting Authority reserves the right, but is not obliged, to disqualify any applicant that makes any change to its composition after submission of a Qualification Questionnaire. However, applicants are entitled to reapply on basis of a new membership structure in the case of consortiums or groupings. It should be noted that lead applicant cannot submit under more than one application.

4.13 Notification of the Evaluation

All applicants will be informed of the outcome of their applications following evaluation and any necessary clarifications within 10 days, or where the volume of responses is large within a maximum of 15 days. Potential outcomes can be:

- (a) Letter of Intent of admittance to the DPS, subject to agreement to the terms and conditions.
- (b) Letter of Regret providing information on reasons for rejection.

Note: Unsuccessful applicants may reapply at any time.

4.14 Policy on Personal Debriefings

Based on the provision of the information to unsuccessful applicants as outlined above and due to resourcing constraints, the Contracting Authority will not be offering individual debriefing meetings to unsuccessful applicants.